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ABSTRACT

This manual describes the library instruction program taken as a part of English 200/201 at Utah State University. This manual is meant to be read after completing Project FORE, a computer-assisted instruction program at Merrill Library (Utah State University). Project FORE and this manual review the skills needed to retrieve information on research topics. This manual reviews the following topics: (1) selecting a topic; (2) locating background information; (3) locating books in Merrill Library, including Library of Congress Subject Headings, MERLIN, and classification systems; (4) locating periodical articles, including indexes both in print and online and abstracts and CD-ROM databases; (5) locating journals in Merrill Library; (6) interlibrary loan services; (7) evaluating sources; and (8) research strategies. A test is included to review the skills discussed in the manual. (JLB)

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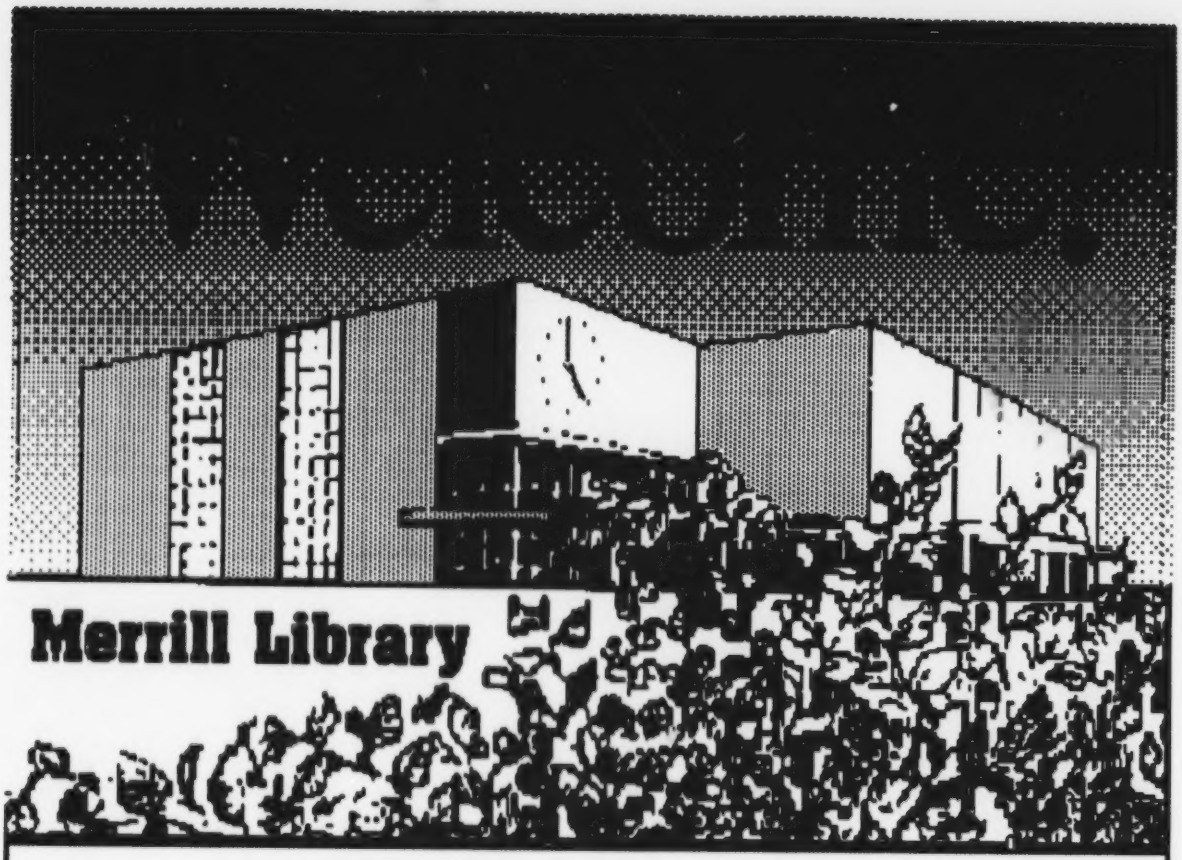

Library Skills

English 200/201
Merrill Library
Utah State University

LIBRARY RESEARCH SKILLS
ENGLISH 201

Library Research Skills English 201 is a supplementary unit of English 200/201. We recommend that this manual be read after completing **Project FORE,** a computer - assisted instruction program, located in Microcomputer Services, 4th floor, Merrill Library, and at the Taggart Student Center Microcomputer Laboratory. The information in **Project FORE** and this manual review the skills needed to retrieve information on research topics. This manual is designed as a secondary source. I

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I. Selecting a Topic.

Selecting a topic for a research paper can be a difficult process. It will take time and careful thinking. Consider more than one subject before making a final decision. A topic may be is so current or so narrow that there is little information available. Two excellent suggestions that may help in your selection of a topic are:

1. Be sure to select a topic that is vitally interesting. It is exciting to research a subject which may help in own decision making.

2. In order to locate topics which might be of interest, explore newspapers, current magazines, the encyclopedia yearbooks which are located in the Reference Book Collection on the 2nd floor of Merrill Library. A particularly good source for topics of current concerns is the *CQ Reseacher* (REF H35.E356) located in the Reference area. These reports review such subjects as college sports, waste management, the ozone layer, euthanasia, and the national health crisis. Time spent in selecting a topic is well spent!

II. Searching for Background Materials.

Locate the **Reference Book Collection**on the second floor of Merrill Library. This section contains basic information in encyclopedias, dictionaries, and manuals both in general areas and in specific subject areas. Consult the general encyclopedias in the "A" Section of **Reference** first. The encyclopedia index lists many varied words/subjects on topics. This helps in narrowing or refining a topic. The background information provides:

- important books on a subject, titles which could be in Merrill's collection
- terminology, words which will help in locating more information
- lists of experts --people who are well-informed in this field
- articles from magazines or government reports
- topics which may have a more narrow focus

After consulting the general encyclopedias, review encyclopedias in specific subject areas. The list of subject areas as outlined in the Library of Congress Classification charts posted in the Reference Book Collection are helpful in locating these subject-specific encyclopedias. *The Encyclopedia of Bioethics* (REF QH332.E512), the *McGraw Hill Encyclopedia of Science and Technology* (RefQH332.E52) and the *Encyclopedia of North American Sports History* (RefGV567.H519) are three excellent examples of subject-specific encylopedias.

Taking the time to explore in general and specific subject encyclopedias clarifies topic selection. This process offers many different ways to select materials either through subject searching or through lists of books and authors.

III. LOCATING BOOKS IN MERRILL LIBRARY

A. LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH)

One of the first steps in locating books is understanding the uses of the *Library of Congress Subject Headings* (LCSH) since most searches are by subject rather than by author or title.

The *Library of Congress Subject Headings* is a four-volume set in red binding located on the tables near MERLIN. These volumes list the terms/words/subject headings which are used to index materials in most academic library catalogs. Seemingly appropriate terms may not match the headings used by LCSH. Some selection must be made in the use of terminology in order to provide access to an enormous amount of information. There must be a limit to the terms used! Therefore, when searching by subject on MERLIN Book Collection (OPAC), the online catalog, be sure to check for correct subject terminology.

The symbols used in the LCSH are:

BT broader terms	NT narrower terms	USE Use
RT related terms	UF used for	

The following is a selection of a subject heading as listed in LCSH.

Clocks and watches

UF	Timepieces Watches	USED FOR. Do not use these terms. Use **Clocks and watches.**
BT	Chronology Horology	BROADER TERMS. These are broader terms which help in locating information in a broader area.
RT	Clock and watch making Time measurements	RELATED TERMS. These are related terms and so provide more information.
NT	Astronomical clocks Balance springs	NARROWER TERMS. These are the terms which refine a search.

Terms after UF (Used For) are NOT USED. The terms listed after USE are the terms which must be used. The terms after UF must not be used. When terms are listed after UF, refer to the terms listed in bold.

Off road vehicles
USE All terrain vehicles

All terrain vehicles
UF ATV's
off-road vehicles

Explore LCSH for topic headings on a research topic. Locate the exact terms needed for a topic. LCSH offers new avenues for research through the NT, BT, and RT terms.

B. MERLIN (MERRILL LIBRARY'S INFORMATION NETWORK)

MERLIN is Merrill Library's Online Catalog. A computer database, it is located on the 2nd floor of Merrill Library near the Reference Desk. Other online catalog stations are available throughout the library. MERLIN is a network of information databases. Consult the listing and select OPAC--the Merrill Library Book Collections for searching for information in books and U. S. Government Documents.

The LIBRARY OF CONGRESS SUBJECT HEADINGS become very important in searching in the Book Collection (OPAC). As a computerized catalog, OPAC will only respond or search under the terms indexed. If a term is used which is not a recognized subject heading, valuable material may be missed. If the title is not correct or if the author's name is misspelled, the material will not be retrieved. The importance of subject headings/terminology and correct wording is very evident in searching on any of the online indexes or the CD-ROM databases available in the library.

SEARCHING ON MERLIN

Practice searching on MERLIN's **"OPAC"** Book Collection. Examine the following search screen which introduces MERLIN.

Welcome to the Online Catalog!

Use the following command: **To search by :**

A=	**Author**
T=	**Title**
S=	**Subject**
K=	**Keyword**
C=	**Call number**

You may begin a new search on any screen.

For more information searching in the Catalog, press <ENTER>.

For Library News, type NEWS and press <ENTER>

Search Methods:

1. **AUTHOR.** By typing **A** and space **(or the = sign)**
and the author's name. Be sure to begin with the author's last name first.

A=Simmonds A J (omit all punctuation)

2. **TITLE.** By typing **T** and space **(or the" =" sign)** and the main title. (Omit any be ginning articles such as a, an, and the.)

T Gentile Comes to Cache Valley (Omit "a" or "the")

Continue in the same manner for subject, keyword searching or call number searching.

S Cache County*(subject)* **K Cache*(keyword)***
C BX8611.S5*(LC call number)* **CD 398.2 *(Dewey decimal number)***

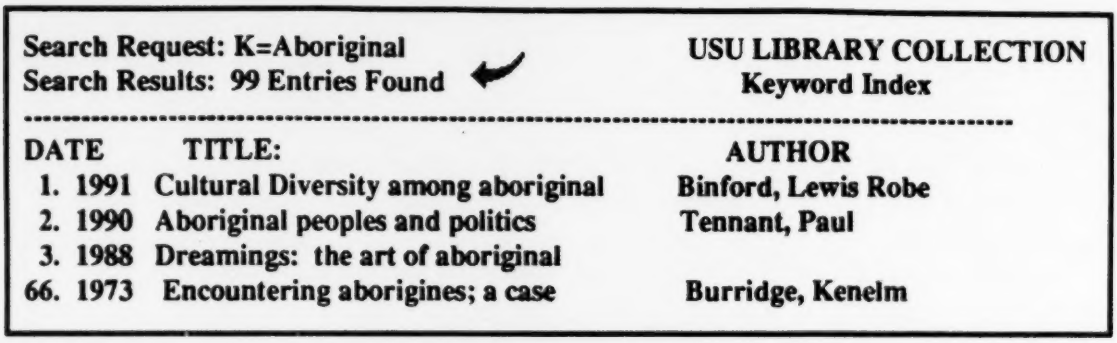
In searching by title or by author, any misspelling or omissions will lead to incorrect information. It is a good idea to search for materials in different ways--author, title, subject or keyword for the material may be listed in a different way. Remember the computer cannot think and only responds to the exact request.

KEYWORD SEARCHING

Keyword searching can be helpful in locating materials when there is no accurate title or when it is difficult to identify the correct subject heading.

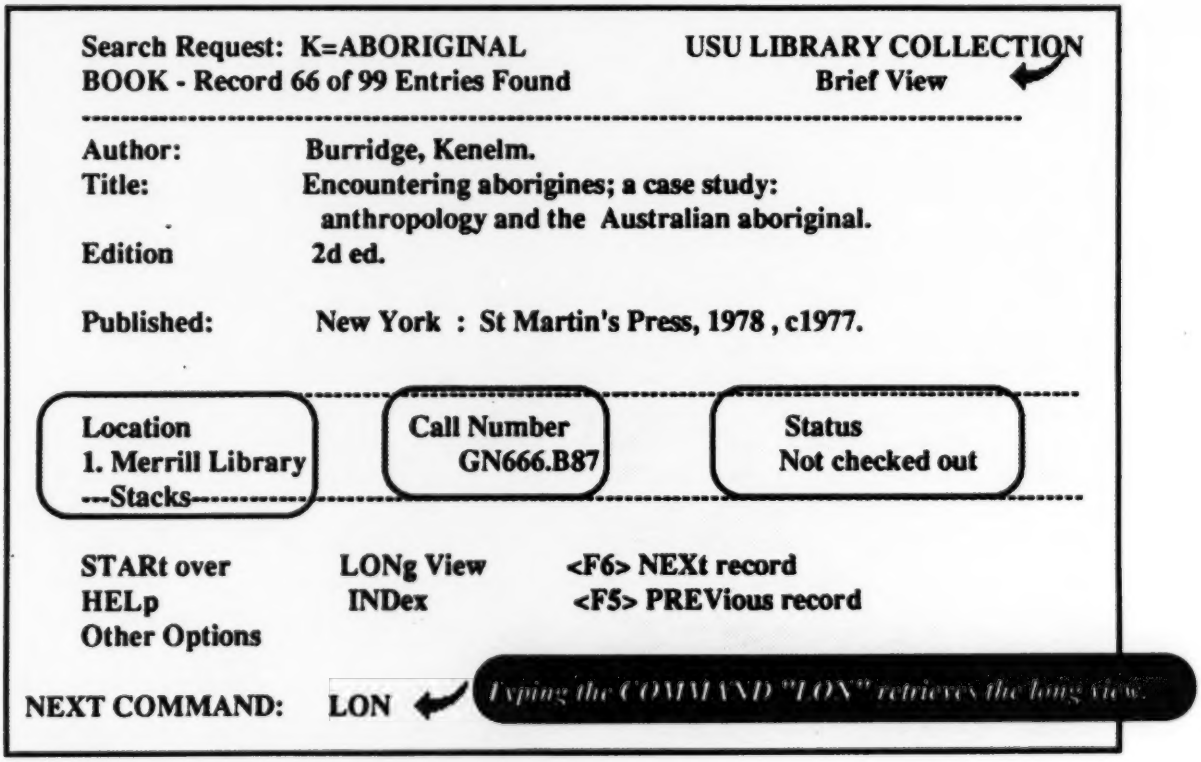
Let's search for material on *Aboriginal Indians*

Searching under the subject "ABORIGINAL" does not produce any matching records. The term "ABORIGINAL" is not a recognized subject heading. It is difficult to determine the correct terminology for "ABORIGINAL" -- yet there may be titles or notes which include this word. Searching under the KEYWORD may locate these. Note the results of a keyword search using "ABORIGINAL" as the keyword.


Search Request: K=Aboriginal
Search Results: 99 Entries Found
USU LIBRARY COLLECTION
Keyword Index
DATE TITLE: AUTHOR
1. 1991 Cultural Diversity among aboriginal Binford, Lewis Robe
2. 1990 Aboriginal peoples and politics Tennant, Paul
3. 1988 Dreamings: the art of aboriginal
66. 1973 Encountering aborigines; a case Burridge, Kenelm

There are 99 books listed having the keyword "aboriginal." Select the title most applicable to the search. Then type the number and enter the selection by pressing the return/enter key.

The next screen will present the author and title, the location and status of the book and other information whichmay be used to locate more material!



This screen displays a BRIEF RECORD showing the information needed to locate the selected material. This includes the library owning this book (Merrill), the call number (GN666.B87) and whether the books is in the library or is on loan (status). The location, the call number and the "status" are circled in the above illustration.

To review the complete record which includes subject headings and special notes as to whether the book has a bibliography or illustrations, it is most important to request the LONG VIEW. Request the LONG VIEW BY TYPING THE COMMAND "LO" or "LON" AFTER THE PHRASE "NEXT COMMAND."

Search Request: K=ABORIGINAL	**USU LIBRARY COLLECTION**
BOOK - Record 30 of 99 Entries Found	**Long View**
Author:	**Burridge, Kenelm.**
Title:	**Encountering aborigines; a case study: anthropology and the Australian aboriginal.**
Edition	**2d ed.**
Published:	**New York : St Martin's Press, 1978 , c1977.**
Description:	**xxii, 185 p., <1> leaf of plates : maps ; 22 cm.**
Subjects:	**Australian aborigines** **Ethnology--Philosophy**
Notes:	**Includes bibliographical references and index.**

STARt over **BRIef View** **<F8> FORWARD page**
HELp **INDex**
Other Options

NEXT COMMAND:

The subject listings are highlighted. The subject headings for this book are:

1. Australian aborigines
2. Ethnology--Philosophy.

By requesting the **LONG VIEW**, or the full record, specific subject headings are listed which can in turn be used to locate other books! We began the search using the keyword "aboriginal." By searching under this keyword, we located titles which included this keyword perhaps in the title or notes. By locating and retrieving just one of these titles, two Library of Congress subject headings are shown. The following screen clearly illustrates that this strategy can offer still more opportunities to browse and select material.

Search Request:	**S= AUSTRALIAN ABORIGINES**	**USU LIBRARY COLLECTION**
Search Results:	**3 entries found**	**Subject Guide**

AUSTRALIAN ABORIGINES
1. ENCOUNTERING ABORIGINES. A CASE STUDY ANTHROP <1973>
2. PACIFIC ISLANDER <1974>

AUSTRALIAN ABORIGINES--NORTHERN TERRITORY AUSTRALIA
3. PETERMANN JOURNEY <1968>

Note the additional titles located when in fact the LCSH subject heading "Australian aborigines" is used in a subject search.

Searching on MERLIN's databases should be a dialogue. Take time to think, study subject headings and try related searches. Use author, title and keyword searching to locate information.

To broaden a search, examine the titles listed in the full bibliographic record by retrieving each record in the LONG VIEW and noting any additional subject headings. When searching on MERLIN, a great strategy is to list and examine these subject headings, exploring by broadening or narrowing the topic. The subject headings may well be very useful in searching indexes or abstracts in print or in CD-ROM databases.

Call numbers are also used to locate information. Call numbers are very important for they help locate material and offer still another search pathway. Search by call number using the command C (space) and the number. Then type in the call number and locate other material which will be in the same classification area. This, in effect, is a listing of what is on the shelf! It is once again a subject search.

Search Request: C=GN666.E43 1978		**USU LIBRARY COLLECTION**
		Call Number Browse

CALL NUMBER	**TITLE**
1 GN 666 E 43 1978	**Aboriginal men of high degree**
2 GN 666 F 54 1985	**Fighters and singers the lives of**
3 GN 666 T 89 1987	**Life before genesis**
4 GN 666 W 65 1989	**Women, rites and sites aboriginal**

This is great. I didn't think I'd find all this!

C. MERRILL LIBRARY'S CLASSIFICATION SYSTEMS

Classification systems are used in libraries to group information in subject areas. The call number on each book represents its classification or special subject area. The classification system provides an "address" for locating the material needed and groups like information together. This means that the material on Australian aborigines in the GN666 area of the library, will be near similar books on the same subject in this location. It is for this reason that we suggest browsing a particular area. Other material which is useful may just "turn" up. MERLIN allows searching the shelves without going directly to the stacks using call number searching.

Merrill Library's main classification system is:

Library of Congress Classification System

This system is alphanumeric beginning first with an alphabetic letter and then a number. Books in this classification system are shelved on the 3rd and 4th floor.
Watch for signs which will indicate by call number where books in these classifications are located. **A good rule of thumb is to remember is that the Science collection is on the 4th floor of the library. The Arts, Humanities and Social Sciences are on the 3rd floor.**

EXAMPLE: HV 875 .S624 Smith, Jerome. You're our child: a social, psychological approach to adoption. **(located on the 3rd floor)**

In addition, there are a small number of books classified in the Dewey Decimal system which is represented by a number alone.

EXAMPLE: 363.7394 B281 The Reserve Mining Controversy **(located on the 3rd floor, political science)**

Both classification systems classify books **by subject**. All books on the subject "history" are in the 900's in the Dewey Decimal system and in the D's and E's in the Library of Congress system. The Dewey Decimal System is the older classification system in Merrill Library. Newer material is classified in the Library of Congress Classification System. The Dewey Collection is gradually being reclassified to LC call numbers.

Special symbols mark locations for books in Merrill Library. These symbols locate different areas in Merrill Library. The symbol "REF" over the call number indicates that the book is located in the Classified Reference Section, Merrill Library, 2nd floor. The symbol "SPEC COLL" over the classification number indicates that the book is located in Special Collections, 1st floor. "ARTBK" indicates that these materials are in a special location--the Art Book Room/Microforms Collection on the 3rd floor. Remember too, that Merrill Library has a large collection of U.S. Government Docu

ments. These have special call numbers and are indicated by the term "U.S. GOVERNMENT DOCUMENTS".

The following are three examples of special call numbers

REF
PE 3726 P3 1961 Partridge, Eric, 1894-
A dictionary of the underworld, British & American. New York, Bonanza Books [1949, 1961]

The call number indicates "Ref"-Reference. This title is in the classified reference section on the 2nd floor. An LC number.

Spec Coll 333.12 Sa73 Sargent, Ray L.
Utah's Labor Force Characteristics

The call number indicates "Spec Coll.." (Special Collections). This title is located in the Special Collections Unit on the first floor. A Dewey Decimal number.

AE 2.110: 101- 597 United States
An act to amend the Public Health Service Act to Revise and Extend the Program for the National Health Corps

All GOVERNMENT documents are located on the 4th floor or in microforms on the 3rd floor.

SUMMARY--Locating books.

1. Check MERLIN. Search by author, title, subject, key word and call number.
2. Be sure to search by "keyword" and request the LONG VIEW to locate subject headings.
3. Remember to search under the appropriate subject headings.
4. Try scanning the shelf using the command "C" with a call number.
5. Locate call numbers. Call numbers indicate the location.

Remember to spend time searching and exploring on MERLIN's OPAC.

Now, what subject headings do I need to crack this case??

IV. LOCATING PERIODICAL ARTICLES USING INDEXES AND ABSTRACTS

INDEXES (Print and Online)

Indexes are used to locate articles in magazines and periodicals. In the Merrill Library, the indexes are located on the 2nd floor Reference Section across from the Reference Desk. Indexes are shelved in alphabetical order by the first important word in the title.

Example: *Education Index* will be filed under "E."
General Science Index will be filed under "G."

Indexes are alphabetical listings by subjects to articles in periodicals, magazines and journals. An example of a periodical index is the *Readers' Guide to Periodical Literature.* This index provides subject listings to articles in general magazines and journals. It is an excellent beginning source for information in periodicals. The *Readers' Guide* is located in the Indexes/Abstracts Section on the 2nd floor, under the letter "R"

After an initial search of a general index, be sure to consult more subject-specific indexes. These subject-specific sources offer more specific information on a topic and more scholarly articles. In order to select an index, it is necessary to determine the subject. Once this has been done, ask for the subject listings contained in binders at the Reference Desk or ask a librarian to suggest one or two special subject indexes which match the topic.

Listed below are subject indexes which will describe the range of indexes available.

Specialized Subject Indexes

Applied Science and Technology
Technical applications- engineering designs, cleaning solvents, plastics, computers. . .

Art Index
Art, paintings, sculpture, architecture. . .

Business Periodicals Index
Business, advertising, marketing, management. . .

Education Index
Education, secondary schools, teaching, school management . .

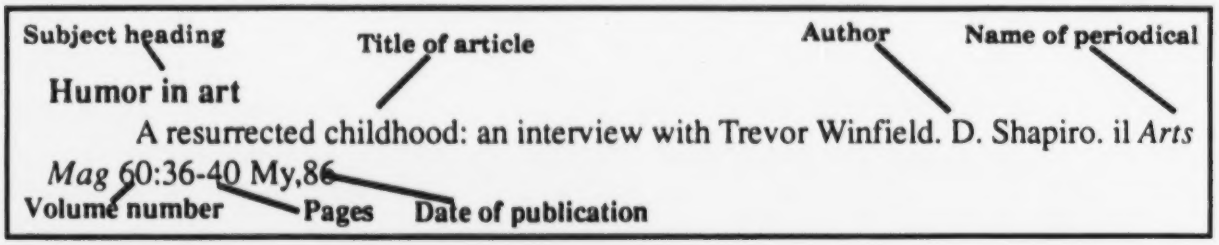
General Science Index
Scientific studies, biology, medicine, phenomena. . .

Humanities Index
Literature, poetry, languages, folklore. . .

Social Sciences Index
Politics, criminology, psychology. . .

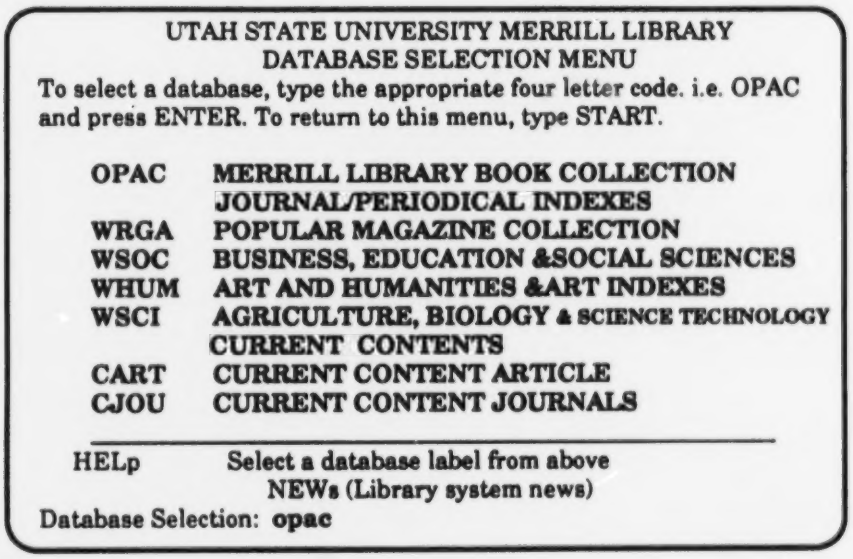
Which index will be best for my topic??

Indexes list articles from selected journals by subject. Articles are listed under subject headings. Each listing or citation includes the title of the article, the author, the title of the journal, the volume number, pages and year. Examine the following citation. Be sure to identify each part. **It is important to have the exact title of the journal, the volume number and the date in order to locate the article for this citation.**



Indexes on MERLIN

Many of the print indexes are now available on MERLIN, Merrill Library's online catalog. Note carefully the commands for the various indexes offered on MERLIN.


UTAH STATE UNIVERSITY MERRILL LIBRARY
DATABASE SELECTION MENU
To select a database, type the appropriate four letter code. i.e. OPAC and press ENTER. To return to this menu, type START.
OPAC MERRILL LIBRARY BOOK COLLECTION
JOURNAL/PERIODICAL INDEXES
WRGA POPULAR MAGAZINE COLLECTION
WSOC BUSINESS, EDUCATION &SOCIAL SCIENCES
WHUM ART AND HUMANITIES &ART INDEXES
WSCI AGRICULTURE, BIOLOGY & SCIENCE TECHNOLOGY
CURRENT CONTENTS
CART CURRENT CONTENT ARTICLE
CJOU CURRENT CONTENT JOURNALS
HELp Select a database label from above
NEWs (Library system news)
Database Selection: opac

These indexes should be selected in the same way as the print indexes. First, determine the subject of the search and then select the appropriate index. In any search, it is always best to write a search statement and identify the key words. This is particularly important in searching in an online index.

A search may involve more than one concept or element. It is much easier to search for several concepts in an online database for the computer allows combination searches which use Boolean logic. Examine the following search.

We are looking for the survey of colleges which is published each year in U.S. News & World Report.

The key words or concepts could include other words or synonyms. In order to include all the information, this should be considered. The search could be broadened to include:

	and		and	
college or colleges or university or universities		survey or surveys		U.S. News & World Reports.

Computerized searching combines these terms using the principles of Boolean logic.

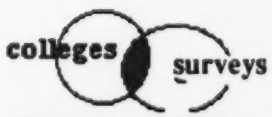
The word "or" can broaden a search while the word "and" can limit a search. "And" and "or" are often called "connectors".

Another connector is "not" which allows for certain concepts to be excluded.

Study the illustration describing these principles.

BOOLEAN PRINCIPLES

AND



The dark section includes both terms

OR

colleges or universities (inclusive)

NOT

colleges not community colleges Not excludes.

There are many ways in which these concepts could be searched. Each concept may be retrieved as a unit and then combined using sets. Sets are search sets which are retrieved on MERLIN using the command **"R".** The search may also be done as a "string" using parentheses to tell the computer to search each concept separately and then combine. A search string might be:

(colleges or universities) and (survey or surveys) and (news world report)

Handouts are available explaining some of the techniques of searching on MERLIN. Arrange to attend a class on searching MERLIN. This is an important skill well worth learning because these skills can be used in any library and will also apply to online and CD-ROM database searching.

CHOOSING AN APPROPRIATE INDEX

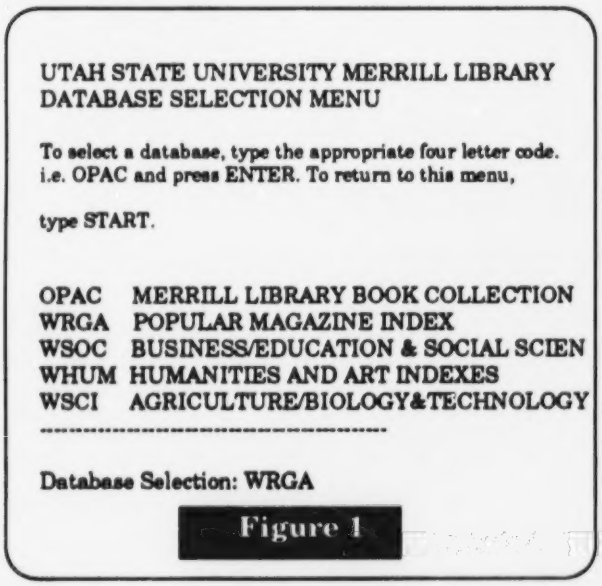
Be sure to determine the basic subject of your search since most computerized databases are in broad subject areas. The subject of the example search is very general since the source of publication is a popular magazine (that is it is not a professional journal). Therefore, it is appropriate to select an index which will include general/ popular materials.

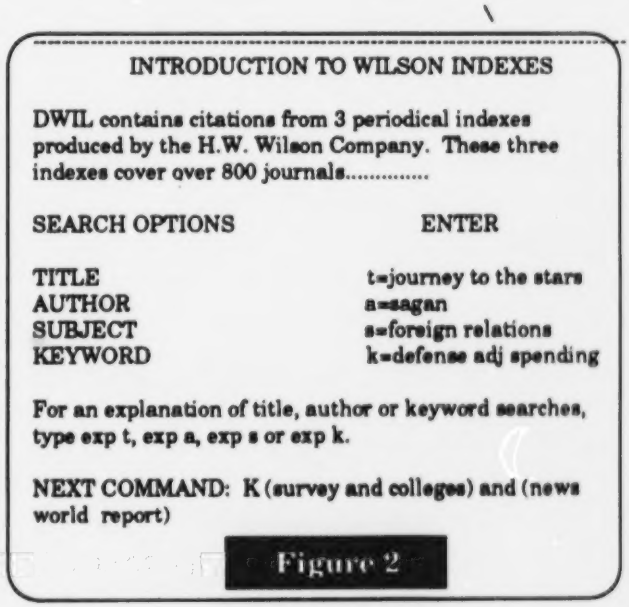
MERLIN'S screen offers several choices for indexes. They are:

WRGA--Popular Magazine Index.--indexes general periodicals, *Readers' Guide to Periodical Literature*
WSOC--Business/Education&Social Sciences-indexes business, education and social science periodicals
WHUM--Humanities and Art Indexes,
WSCI--Agriculture,Biology, Science and Technology indexes agricultural, applied science, general science ----

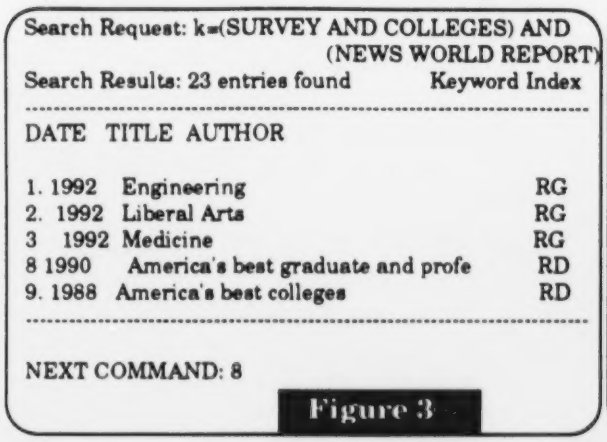
The selection for the search example would probably be "WRGA" since the subject is limited to a "popular" magazine --*U.S. News & World Report*. Searching may involve some exploring or "trial and error."

For the initial search, the terms **college and survey and news world report**. The connector "and" is placed between college and survey since these are single concepts. "News world report" are together as "adjacency" searches since the three terms must be adjacent to each other.
The first search on the MERLIN screen is the selection of the database in ;Figure 1. Theinitial information retrieved is the introductory screen for searching periodicals online (Figure 2).


UTAH STATE UNIVERSITY MERRILL LIBRARY
DATABASE SELECTION MENU
To select a database, type the appropriate four letter code. i.e. OPAC and press ENTER. To return to this menu,
type START.
OPAC MERRILL LIBRARY BOOK COLLECTION
WRGA POPULAR MAGAZINE INDEX
WSOC BUSINESS/EDUCATION & SOCIAL SCIEN
WHUM HUMANITIES AND ART INDEXES
WSCI AGRICULTURE/BIOLOGY&TECHNOLOGY
Database Selection: WRGA
Figure 1


INTRODUCTION TO WILSON INDEXES
DWIL contains citations from 3 periodical indexes produced by the H.W. Wilson Company. These three indexes cover over 800 journals.....
SEARCH OPTIONS ENTER
TITLE t=journey to the stars
AUTHOR a=sagan
SUBJECT s=foreign relations
KEYWORD k=defense adj spending
For an explanation of title, author or keyword searches, type exp t, exp a, exp s or exp k.
NEXT COMMAND: K (survey and colleges) and (news world report)
Figure 2

The information retrieved will be first an index to titles (Figure 3) and after selecting a by number, the actual citation (Figure 4).



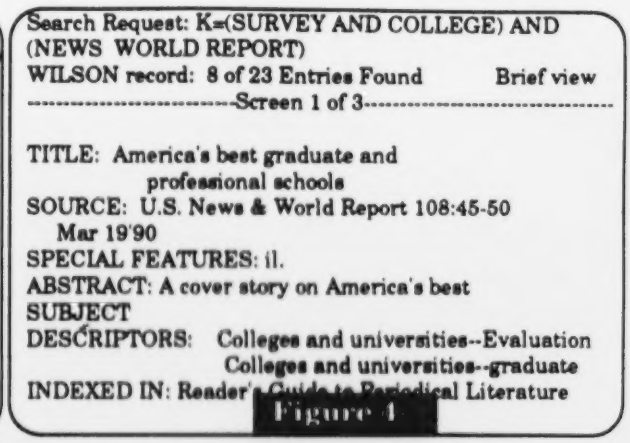
Search Request: k=(SURVEY AND COLLEGES) AND (NEWS WORLD REPORT)
Search Results: 23 entries found Keyword Index

DATE TITLE AUTHOR

1. 1992 Engineering RG
2. 1992 Liberal Arts RG
3 1992 Medicine RG
8 1990 America's best graduate and profe RD
9. 1988 America's best colleges RD

NEXT COMMAND: 8

Figure 3



Search Request: K=(SURVEY AND COLLEGE) AND (NEWS WORLD REPORT)
WILSON record: 8 of 23 Entries Found Brief view
----------Screen 1 of 3----------

TITLE: America's best graduate and professional schools
SOURCE: U.S. News & World Report 108:45-50 Mar 19'90
SPECIAL FEATURES: il.
ABSTRACT: A cover story on America's best
SUBJECT
DESCRIPTORS: Colleges and universities--Evaluation
Colleges and universities--graduate
INDEXED IN: Reader's Guide to Periodical Literature

Figure 4

The listings indicate several articles in *U.S. News & World Report* and in different years. One article may be selected by typing the "number" next to the command area. A survey on graduate schools (#8) is selected. The screen then retrieves the full citation which includes the name of the periodical, the volume, date and page. This is very similar in format to the print source. The Popular Magazine (WRGA) Index is the only online index which always has an abstract of the article.

There are many more refined ways of searching on MERLIN. For example, type in "k=college?" . Using the question mark includes both college and colleges. Indicate that the search is for a source in *U.S. News* by typing the command as "k=news world report.so." The command ".so." limits the search to the "source" field. Note the omission of "U.S." which would require too long a search. Words such as "and" and "the" can be omitted since the computer ignores these articles. **Instructions for efficient searching are available online by typing the command "EXP K".** Handouts are available at the Reference Desk giving instruction on searching MERLIN. **The key to online searching is organization--writing a research statement, recognizing key concepts and understanding Boolean principles.**

ABSTRACTS/CD-ROM DATABASES

Abstracts, like indexes, are used to locate information in journals/periodicals by subject. They have a different format and are more useful since they include a summary of the journal article. They are more informative since they include a summary of the article. Abstracts are interfiled in alphabetic order with indexes in the 2nd floor Reference Section.

The following is an example of a listing and abstract from *Sociological Abstracts* . This abstract covers journals in the field of sociology. The subject index for the abstracts may be located at the end of yearly volumes or may be in separate volumes from the abstract volume. This is important. Be sure to examine several abstracts and locate the "cumulative" subject index which will be located either in the back of the abstract

volume or in separate volumes. Some abstracts may have as many as three separate subject volumes!

This selection is from the subject INDEX of *Sociological Abstracts*

Subject heading

Insane/Insanity
hospitalization length, defendants acquitted for insanity, predictors
multiple regression: New York **N1627**
insanity defenses, 1965-1978 New York state Department of
Mental Hygiene records: **N6462**
Legal insanity defense, public opinion: M'Naghten (UK, 1943)/Hinkley
(US,1982) cases compared: **N8270**

Abstract number

This selection is from the abstract section of Sociological Abstracts

84N8270
Perr, Irwin N. (New Jersey. Rutgers Medical School U. Medicine*Dentistry, Piscataway 08854). The Insanity Defense: a Tale of Two Cities. The American Journal of Psychiatry, 1983, 140,7, July,
873-874
The M'Naghten case and the Hinckely case are in some ways remarkably similar. The attempted assassination of a ruling fIgure, public discomfort with th insanity defense, & problems in the application of the legal rules characterized both. An explosion of media criticism occurred in 1843 as it did in 1982. The English ultimately handled the M'Naghten case in a dispassionate manner that determined Anglo-American law for more than a century. 2 References.

The above example is taken from *Sociological Abstracts*

Abstracts are similar to indexes since they index material by subject. They differ from indexes since they include a summary of the article and have separate sections for the subject index.

Locating an abstract becomes a two-step process:

1. Locate the article by subject in the subject index. This index will provide the **abstract number.**
2. Locate the abstract by the abstract number in the abstract section of the corresponding volume or issue.

This is confusing until you examine a set of abstracts. It's good idea to keep in mind that when looking for an abstract by number, the volume number and the year of publication must coincide. Take time to examine a set of abstracts. They are a great source since they provide summaries of the journal articles. Many abstracts provide a subject

index, a keyword index and an author index. They are important since they provide a way of locating material which is more narrow in focus and more scholarly.

The abstract listing includes:

Title of the article	Volume number
Author of the article	Date and Pages
Title of the journal	Summary

The yearly volumes of abstracts may include the subject index and abstracts in one volume. However, some subject abstracts are so large that a yearly collection may include several volumes which are subject indexes, several covering the abstracts and several more volumes listing authors in alphabetic order. This means that the volume numbers and the time period covered must be the same. **Be sure to check the volume numbers and dates when searching for an abstract.**

Child Development Abstracts are compiled in yearly, one-volume compilations while *Psychological Abstracts* will often have 2-4 abstract volumes, 2 subject volumes and 2 volumes listing authors. Abstracts may vary in format. Understanding the use of the abstract number in locating the abstract and recognizing the importance of volume numbers and dates will simplify your search.

Psychological Abstracts has several volumes of full summaries(abstracts), plus subject and author indexes. They are arranged by volume number and by year.

1989 Vol 76 Abstracts
1989 Vol 76 Abstracts
1989 Vol 76 Abstracts
1989 Vol 76 Abstracts
1989 Vol 76 Subject Index
1989 Vol 76 Subject Index
1989 Vol 76 Author
1990 Vol 77 Abstracts

Always check to see if there is a subject heading list for an abstract .

Abstracts, like indexes, reflect areas of interest. For example, *Sociological Abstracts* indexes journals in the field of sociology. The following is a sample list of abstracts and their subject fields.

NAME	AREA OF INTEREST
Bibliography of Agriculture	Agriculture
Biological Abstracts	Biology
Chemical Abstracts	Chemistry
EnvironmentalAbstracts	Environment
Psychological Abstracts	Psychology
Sociological Abstracts	Sociology

ABSTRACTS cover quite specific fields of study and use terminology specific to that field. Whenever you use an abstract, be sure to check to see if a thesaurus or subject heading list is provided. *Resources in Education (RIE)* and *Current Index to Journals in Education(CIJE)* (abstracts in the field of education) provide a list of educational terms in the *Thesaurus of Eric Descriptors.*

Example from the Thesaurus of ERIC DESCRIPTORS

SN-stands for scope note

NT-Narrow topic
BT-Broader Topic
RT-Related Topic

***COMPETENCY BASED EDUCATION**
Mar 1980
CIJE: 884 RIE: 2881 GC 330

SN Educational system that emphasizes the learning and demonstration of those competencies (knowledge, skills, behaviors) that are of central importance to a given task, activity, or career

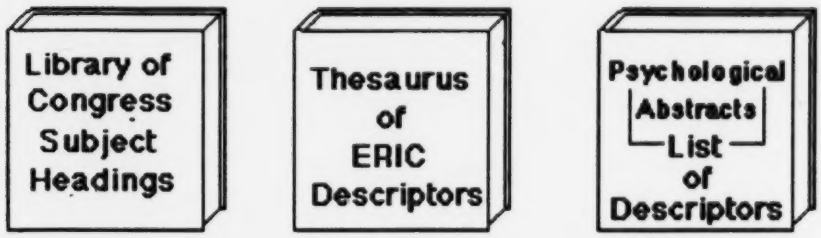
UF Consequence Based Education
Criterion Referenced Education
Output Oriented Education

NT Competency Based Teacher Education
BT Education
RT Academic Standards
Accountability
Back to Basics
Behavioral Objectives
Competence

*Thesaurus of ERIC DESCRIPTORS,
11th edition © 1986. Oryx Press.

The listing from the *Thesaurus* indicates that this term is used as a subject heading. Abbreviations similar to LCSH are used to define the headings.

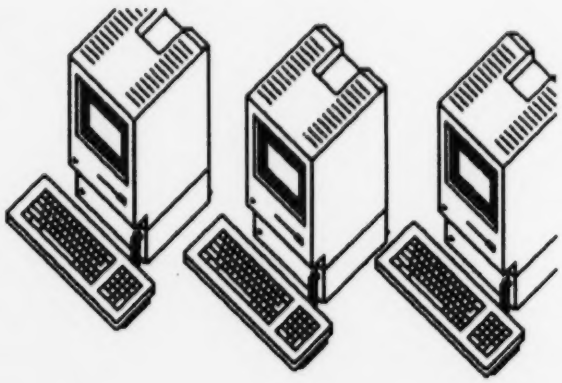
Knowing the correct terminology can mean locating your information efficiently. Thesauri can be a great boon to the searcher when they are provided. Note the three thesauri and their subject areas in the following illustration.



LCSH is used in searching the online catalog or any academic library catalog. *Thesaurus of ERIC Descriptors* offers controlled subject headings for *Resources in Education* and *Current Index to Journals in Education* (both abstracting services in education) or ERIC on Disc, a CD-ROM index in education. *Pscyhological Abstracts List of Descriptors* lists subject headings to be used in searching *Pscychological Abstracts*--or *PsycLit*, a CD-ROM index.

CD-ROM Databases--Online Indexes to Journal Literature.

CD-ROM databases are computerized indexes to periodical literature. They often duplicate material offered in abstract sources such as *Psychological Abstracts, Current Index to Journals in Education, or Index Medicus*. Searching is done using a personal computer. In Merrill Library, the CD-ROM databases are located on computers located behind the Reference Desk.



Searching for information on CD-ROM databases requires skill in writing a search statement, identifying the subject matter of the search, the key concepts and controlled vocabulary or subject headings. Skill in organizing the search according to Boolean principles is also invaluable. The same skills which were required in searching online indexes on MERLIN as reviewed on pages 12 to 15, are needed in searching on a CD-ROM database.

Follow these steps in preparing for a search on a CD-ROM database.

1. **Search Statement.** First, write a succinct search statement stating search needs or a search question.

   Example: *What is the link between grazing and erosion damage on rangelands?*

2. **Subject.** Identify the broad subject basis of the search.

   Example: *In the above example, the subject is agriculture.*

3. **CD-ROM database.** Select the appropriate CD-ROM database.

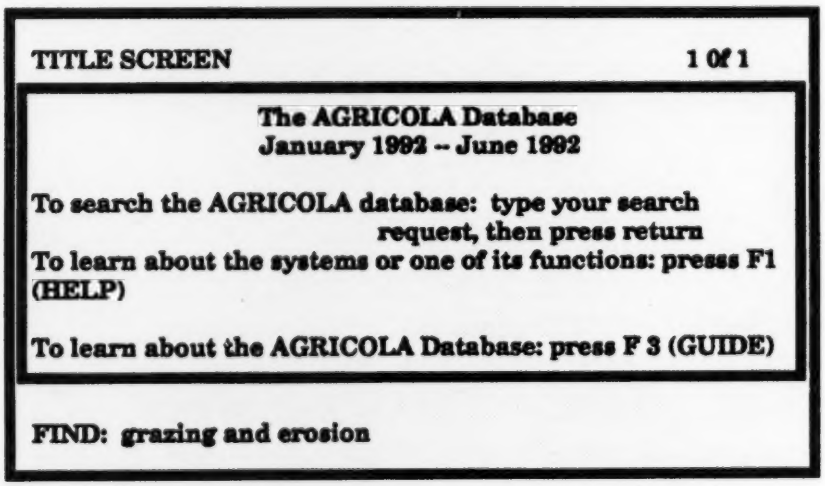
   CD-ROM selection: ***Agricola**--a database indexing agricultural information.*

Merrill Library now owns many CD-ROM databases covering the fields of agriculture, business, education, literature, medicine, natural resources, sports, and water resources. Selection of the appropriate database is important.

4. **Key concepts.** Identify the key concepts and select appropriate terms using a thesaurus.

Many of the CD-ROM databases now have a subject thesaurus online. Print thesauri are also available.

Instructions for searching on CD-ROMs are available through help screens on the CD-ROMs and through handouts available at the Reference Desk. Classes on searching CD-ROMs are offered throughout the quarter. These classes can save time and ensure quality searching. The sample search is shown on the following screens.


TITLE SCREEN 1 Of 1
The AGRICOLA Database
January 1992 -- June 1992
To search the AGRICOLA database: type your search request, then press return
To learn about the systems or one of its functions: presss F1 (HELP)
To learn about the AGRICOLA Database: press F 3 (GUIDE)
FIND: grazing and erosion

The first screen is an introduction. The search string is typed after "FIND".

No. RECORDS REPORT	AGRICOLA (January 1992 - June 1992) 1 of 4
#1. 374 GRAZING #2 48 EROSION #3 4 GRAZING AND EROSION FIND:	AN: IND UD: 9206 TI: The use of a degradation gradient for the eco logical interpretation of condition SO: J-Arid-Environ. London: Academic Press. July 1991. V21(1) p 231-29 CN: PNAL: QH 541.5 D436 DE: grasslands, rangelands, plant-communities, environmental-degradation, erosion-, grazing-effects

The search located 4 articles on this topic. One record of the search is printed. Note the time period searched. This may explain why there are only four records on this topic. Be sure to explore several CD-ROM databases to become familiar with the searching techniques.

Review: **Searching for Materials in Abstracts:**

1. Abstracts may be used to locate journal articles.
2. Abstracts may require the use of a thesaurus.
3. Abstracts offer a summary of the journal article cited.
4. Abstracts often include a subject index volume, an author index volume and an abstract volume. All of these volumes must have the identical volume number and date in order to locate the material needed.
5. Abstracts are indexed by subject and arranged numerically.
6. Abstracts and indexes are shelved in alphabetical order by title on the 2nd floor in the Indexes/Abstracts Area.
7. Many abstracts are available in CD-ROM databases. The principles of writing a search statment, identifying key concepts and formulating a search are most importantwhen using computerized sources.

Summary

To locate an article in a journal:

1. Identify an index (in print or online) or an abstract (in print or on a CD-ROM) which indexes articles on your topic.

2. Locate the subject headings in the index or abstract selected. Be sure to check to see if there is a thesaurus of subject headings for the abstract.

3. Select articles under the headings which best match the topic. Copy the full citation!

4. Check the *Catalog of Serials* or "HOL" to determine whether Merrill Library owns this journal. If the journal title is listed in the *Catalog of Serials,* the listing will indicate its location. The *Catalog of Serials* is discussed in the next section.

The next unit discusses the different methods for locating journals in Merrill Library

V. LOCATING PERIODICALS/ JOURNALS IN MERRILL LIBRARY

Change has been a landmark experience in libraries during the last fifty years with not only the explosion of information and but also the increasing use of technology to organize information and to access materials. Change is very much an ongoing erxperience at Merrill Library. It is beacause of these changes that locating journals is in a transitional stage.

There are now two methods of locating journals in Merrill Library. There will be times when both methods must be employed to locate a journal. Journals are listed with their location on MERLIN's periodical databases through checking the holdings as listed in the online indexes such as WRGA--Popular Magazine Index or WHUM--Arts and Humanities Index. Journals may also be identified through checking the *Catalog of Serials.*

Locating Journals Using MERLIN Holdings Listings.

After searching in one of MERLIN's online indexes, the listings of the titles of articles will appear on the screen. Once a line number has been entered, a screen will appear and display the full citation for the record. This citation will include the name of the journal in which the article is printed. At the bottom of the screen, there is a line which reads" "Held by Library--type "HO" for holding information. This phrase indi

cated that the library owns this journal. By typing "HO", the location of the journal is

listed along with complete information as to the volumes and years available. The record may list that the periodical in in the "Merrill Library Journal Collection". This means that the journal is located on the 2nd floor of Merrill Library. The holdings citation will indicate which journals are on microfilm with the notation "microfiche." Journals on microfilm are held in the Microforms Collection on the 3rd floor. Examine the following screens which illustrate these locations.

```
Search Request:  K=ethics and Engineering  POPULAR MAGAZINE INDEX
 Wilson Record--  13 of 25 Entries Found          Brief View
------------------Screen 1 or 2----------------------------------------------

TITLE:  1987: The year in science.

SOURCE:      Disc over 9:5 23-8+ Jan'88
SPECIAL FEATURES:
                                il.
ABSTRACT:  a special section on scientific developments in 1988 covers
                events in physics, anthropology, medicine, space, ethics....
SUBJECT DESCRIPTORS;
Science news
-------------------------------------------------Page 1 of 2---------------
STARt over        HOLdings        <F8> FORward page
HELp              LONg view       <F6> NEw record
OTHer options     INdex           <F5> PREvious record

Held by library--type HOL for holdings information
```

The journal title is *Discover*. It is held by the library. Journals not owned by Merrill Library include the listing "**No holdings found**" when "HOL" or"HO" is typed in. In order to determine the location of this journal, the next step is to type the command "HO" or "HOL" and examine the holdings record.

The holdings record is illustrated next. Note that journals are located in several places in Merrill Library. All current periodicals are filed in aplpabetical order in Current Peridocals on the lst floor of the library. Journals listed as in Merrill Library's Journal Collection with no other notation are filed in alphabetical order in Bound Periodicals on the 2nd floor. Journals listed in Merrill Library's Journal Collection but on microfiche will be located in the Art Book Room/Microforms Collection on the 3rd floor. The following screens illustrate these locations. Be careful! The complete journal collection at Merrill is not as yet listed on MERLIN. Therefore--when MERLIN reports that a journal is not available in Merrill, check the *Catalog of Serials* to confirm this.

Search Request: K=ethics and Engineering
Wilson Record-- 13 of 25 Entries Found Brief View
----------Screen 1 of 2----------

TITLE: 1987: The year in science.

SOURCE: Disc over 9:5 23-8+ Jan'88
--Associated Library Holdings: USU LIBRARY COLLECTION
Discover
LOCATION: MERRILL LIB., JOURNAL COLLECTION
CALL NUMBER: No call number available
LIBRARY HAS: Vol. 3, no. 6 (June 1992) to date

Search Request: K=ethics and Engineering
Wilson Record-- 4 of 25 Entries Found Brief View
----------Screen 1 of 2----------

TITLE: On being silenced in Germany.
SOURCE: New York Review of Books
Associated Library Holdings: USU LIBRARY COLLECTION---
The New York Review of Books
LOCATION: MERRILL LIB., CURRENT PERIODICALS
CALL NUMBER: Newspaper
LIBRARY HAS: Vol. 1, (1963) to date in microfiche

When a journal is listed as not being held by Merrill Library, the next step is to check the listings in Merrill Library's *Catalog of Serials*.

THE CATALOG OF SERIALS

The *CATALOG OF SERIALS* is published by Merrill Library. These catalogs are really books and are located on the indexes and abstracts tables. Use the *CATALOG OF SERIALS* to locate periodicals, magazines, journals and newspapers in Merrill Library. The *CATALOG OF SERIALS* lists the serials available in Merrill Library.

NEWSWEEK.
BOUND v3 1934 - v78 71
MICRO v79 1972 - to DATE

This brief citation lists the name of the journal and the issues owned by Merrill Library. Be sure to notice the dates. A 1933 issue of Newsweek is not available since the holdings lists begins with volume 3 in 1934. A "BOUND" volume is shelved on the 2nd floor. A 1980 issue is on the 3rd floor where the "MICRO" or microfilmed issues are housed. The *CATALOG OF SERIALS* lists the journals held by Merrill Library and their location as "Bound" or "Micro"

Using the example from the CATALOG OF SERIALS listed read:

BOUND - the bound journals are located on the 2nd floor of the Library
MICRO - the journals on microfilm are located on the 3rd floor of the Library in the Art Books Room/Microforms Collection.

CURRENT JOURNALS ARE LOCATED IN CURRENT PERIODICALS ON THE 1ST FLOOR OF THE LIBARY

All journals are filed in ALPHABETICAL ORDER in all three locations - MICROform copies on the 3rd floor, BOUND copies on the 2nd floor and CURRENT issues on the 1st floor. Bound journals with titles beginning with "S" through "Z" are still on the 2nd floor but are in the West Wing. Follow the signs or ask for directions to this area.

The following journal titles are from the *CATALOG OF SERIALS.*

EOS Transactions
EPA Journal
Ear and Hearing
Early American Literature
Journal of Experimental Education
Journal of Experimental Medicine
Journal of School Psychology
Journal of the Experimental Analysis of Behavior

They are listed in alphabetic order in the *CATALOG OF SERIALS* and are shelved in ALPHABETIC ORDER. Strict filing rules are followed in this arrangement. Be sure the journal title is correct by checking the listing in the *CATALOG OF SERIALS*. Since they are filed in alphabetic order, filing rules will determine the exact shelving. Follow word by word alphabetic filing to locate journals. In the list above, the journals are listed and shelved in that order. Filing rules determine their location.

Note that:

EOS, as letters (acronym) , is filed at the beginning of the "E's."
Journal of **the** Experimental Analysis of Behavior must recognize "the" in word by word filing. Watch out for the small words--they are recognized in filing.

SUMMARY

To locate a journal in Merrill Library:

- Check "HOL" holdings on MERLIN
- Use the *CATALOG OF SERIALS.*
- Be sure to have the correct title.
- Recognize filing rules. (This can be tricky.)

VI. INTERLIBRARY SERVICES

Interlibrary Services is located in Room 223, on the 2nd floor. This service provides a means of borrowing materials not available in Merrill Library. Books or periodical articles may be requested. There is no charge for requesting books but there is a copying charge for periodical articles. Interlibrary loan has become a very important part of library services since it is no longer possible for any one library to have all the materials published. This does mean that research should begin early so that there is time to procure materials. Plan on a minimum of probably one week when requesting materials through the interloan system. It may take a longer period of time to obtain materials outside of the state or region.

VII. EVALUATION

Locating informational materials on any topic requires time, thought and careful use of many different skills. In examining book titles or citations for articles in journals, analyse and critique. Select materials best suited to the topic. Select credible information from credible sources. Remember that along with the wealth of information available today, every book and every article should be examined in terms of why this information was published. Questions must and should be raised.

Points to consider in evaluating information:

The date of publication.
The publisher. Many publishers have particular
points of view which will be represented in the works they publish.
Author--background and training.
References or bibliography which support the facts presented.
Style of writing--logical, thoughtful, or hard sell.
Article presents opinions or facts

Examine the list of sources carefully. How many sources are popular? How many are scholarly? Is the list of sources a varied selection of materials from newspapers, books, scholarly journals, and recognized authorities in the selected field? Is the information current? Should it be current? Exercise good critical skills in selecting materials.

SEARCH STRATEGIES

Project FORE and the information provided in this manual are useful in learning how to search for information on a research topic. Organize! The following research strategy is one which has proved effective and efficient.

Research Strategy

1. *Select a topic. Take some time in selecting a topic, problem or issue. Be sure the topic is vitally interesting to you.*

2. *Gather background material from books, encyclopedias, special handbooks and dictionaries. The Reference Book Collection is the first place to begin!*

3. *Make a list of appropriate terminology to use in a search. Use the LIBRARY OF CONGRESS SUBJECT HEADINGS to locate materials by subject on MERLIN.*

4. *This may be a time to revise the topic selection. Will there be enough information or too much? It may be necessary to narrow the topic to a more specific issue or to broaden to a more general area.*

5. *Locate additional book sources.*

6. *Look for materials which will supplement and update this information in periodicals. Select appropriate indexes to search. Locate periodicals using Holdings listings on MERLIN and the Catalog of Serials.*

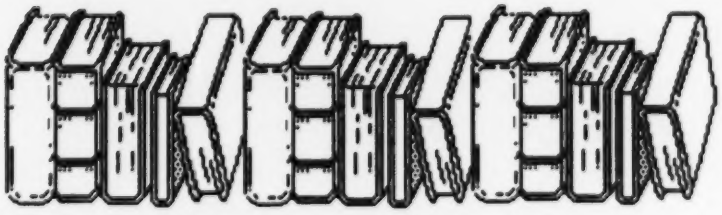
7. *Carefully identify sources. Consult a manual of style to list research sources in an appropriate manner.*

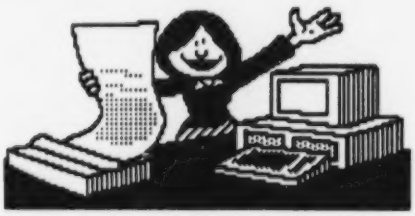
8. *Read, evaluate and if necessary, find additional sources.*

9. ***WAIT , THINK, ORGANIZE.***

10. *Write.*

REMEMBER THE LIBRARIANS AT THE REFERENCE DESK WILL ASSIST YOU ON RESEARCH PROJECTS.





REVIEW TEST

Project FORE and the Library Skills manual review materials which can be very useful in searching for information. Take time to practice and learn these skills. This review test will help. The final posttest will be a "hands-on" test offering further practice in locating information.

1. The best place to begin any new research project is:

   a. Indexes and abstracts
   b. MERLIN
   c. The *Catalog of Serials*
   d. The Reference Book Collection

2. Note the example from the *Library of Congress Subject Headings.*
   Circle the heading(s) listed which may <u>not</u> be used.
   in searching for material on "Dual-career families?"

   a. Family
   b. Work and Family
   c. Dual-career couples
   d. a. and b. above

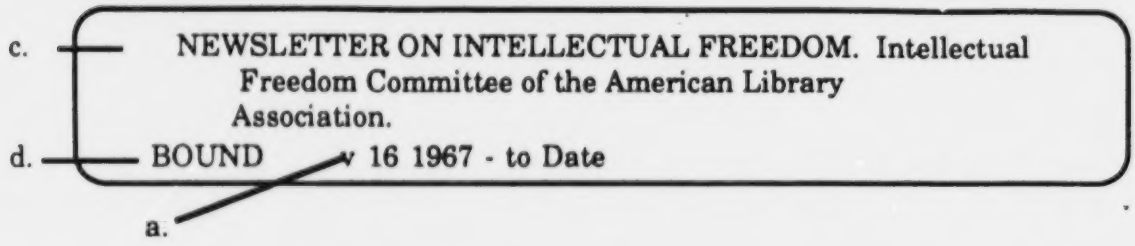
   Dual-career families

   UF Career couples
   Couples, Dual-income
   Couples. Two-career
   Dual-career couples
   Dual-career
   Dual-income couples
   BT Family
   RT Work and family

3. The *Library of Congress Subject Headings* use the following symbols in identifying the terms it lists: "BT," "NT," and "UF." Circle the correct statement below.

   a. "UF" means these terms are <u>not</u> used as subject headings.
   b. "RT" means see also and terms listed here are related subject headings.
   c. "BT" refers to similar, yet broader terms.
   d. All of the above statements are correct.

Listed below is an example from the *CATALOG OF SERIALS.*


c.
NEWSLETTER ON INTELLECTUAL FREEDOM. Intellectual Freedom Committee of the American Library Association.
d.
BOUND v 16 1967 - to Date
a.

Refer to this example when answering questions 4 through 6.

4. The title of the journal listed is:

   a. b. c. d.

5. The listed journal's **current** issue is located on which floor?

   a. 1st floor b. 2nd floor, c. 3rd floor.

6. The location of the 1970 issue of *Newsletter on Intellectual Freedom* is on the:

   a. 1st floor b. 2nd floor
   c. 3rd floor d. 4th floor.

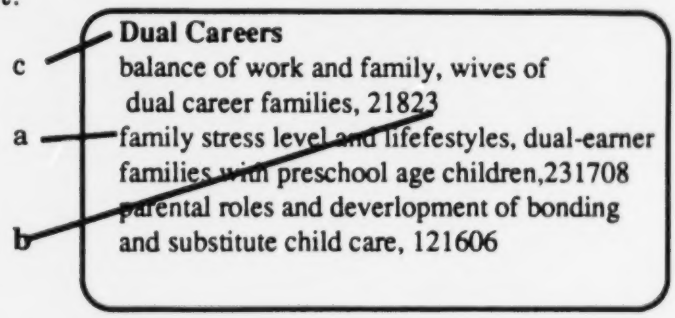
Remember that holdings for jourals are also listed on MERLIN using the command "HOL."

7. A very important feature of searching on MERLIN is:

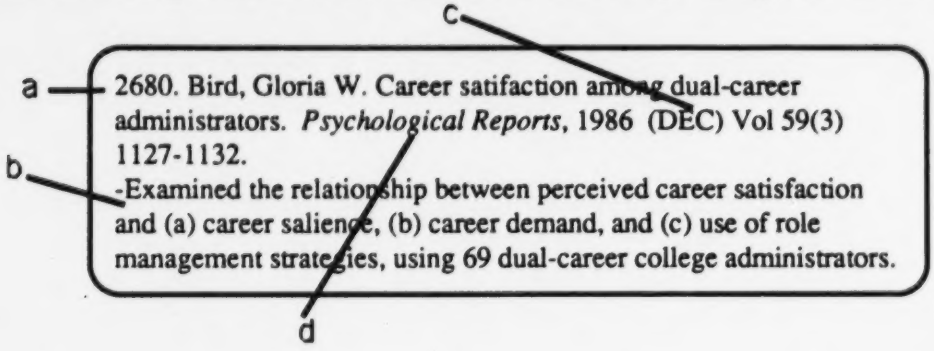
   a. being a computer expert
   b. knowing how to type
   c. understanding the need for subject headings or controlled vocabulary

8. Note the subject listing from *Psychological Abstracts*. What part of the citation will help locate the abstract?

a. b. c. d.


c
a
b
Dual Careers
balance of work and family, wives of dual career families, 21823
family stress level and lifefestyles, dual-earner families with preschool age children,231708
parental roles and deverlopment of bonding and substitute child care, 121606

The following citation and abstract is from *Psychological Abstracts*.


c
a
b
d
2680. Bird, Gloria W. Career satifaction among dual-career administrators. *Psychological Reports*, 1986 (DEC) Vol 59(3) 1127-1132.
-Examined the relationship between perceived career satisfaction and (a) career salience, (b) career demand, and (c) use of role management strategies, using 69 dual-career college administrators.

9. The summary or abstract is a. b. c. d.

10. The Journal title is a. b. c. d.

11. The abstract number is a. b. c. d.

12. In searching an online index either on MERLIN or on a CD-ROM, the first step is to:

a. type in your topic
b. write a concise search statement
c. select the appropriate database
d. locate a sujbect thesaurus

13. When conducting a computerized database search for periodical materials, consult:

    a. LCSH, the *Library of Congress Subject Headings*
    b. a subject appropriate thesaurus
    c. a dictionary

14. If the subject is in the area of education, select and check the appropriate CD-ROM database for this search.

    A. Agricola
    B. Water Resources Abstracts
    C. PsycLit
    D. Eric on Disc

The correct answers are:

1. d 2. c 3. d 4. c 5. a 6. b 7. c 8. b

9. b 10. d 11. a 12. b 13. b 14. d.

A score of 11 or more and you're ready for the posttest available at the Circulation desk.

Remember, it will be different since it is a "hands-on" practice--using MERLIN, indexes and abstracts.